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Executive Registry

*Reserve Officers Association of the United States*

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Captain FRANK A. MANSON, USN (Ret.), Legislative Assistant

National Headquarters—MINUTE MAN MEMORIAL BUILDING, 1 CONSTITUTION AVENUE, N.E., WASHINGTON, D.C. 20002, 202/547-4300

30 December 1975

The Honorable William E. Colby  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Colby:


On behalf of our elected officers and 100,000 members, it is my privilege to extend to you a most cordial invitation to attend ROA's Mid-Winter Conference which will be held at the Washington Hilton Hotel during the period 19-21 February 1976.

We shall be very pleased to have you address our national council as the keynote speaker of the conference at 9:00 a.m. on Friday, February 20, 1976. We would also like to have you and Mrs. Colby attend the banquet and military ball which will be held that evening. A copy of the conference agenda is enclosed for your information.

Colonel William H. Pietsch will serve as your escort officer and will arrange all details of your participation in the conference. You may refer any questions directly to him.

About 1,200 members of the Association will attend the conference. I believe this will be an excellent opportunity for you to meet with them and to be informed of their viewpoints.

Sincerely,

  
J. Milnor Roberts  
Executive Director

JMR/lg

Enclosure

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In addition to the ROA meetings which they will be invited to attend, it is planned to have a conference for the Cadets and Midshipmen at the Pentagon, and to hold a breakfast for them on Capitol Hill on Thursday morning, 19 February, followed by a Legislative Seminar in the ROA Headquarters Building. For planning guidance of department and chapter officers, the National President has made the decision to give a special full registration fee of \$35.00 for Cadets and Midshipmen. Department Presidents, by memorandum of 16 September were advised of plans for this conference and were asked to nominate Cadets and/or Midshipmen, according to a tentative allocation published with said memorandum.

**D. FACILITATING ADMINISTRATION OF CONFERENCE:** One certain way that departments and individuals can add to the administration of the Conference is by paying IN ADVANCE the full registration fee, and to make plans to participate fully in the Conference.

Even though prices have been increased in connection with this Conference, we have been able to hold our registration fee to the same fee charged last February. The total registration fee, covering Service Luncheon, Reception, Banquet and Dance, and supporting the other Conference costs, will be \$45.50 per individual, IF PAID IN ADVANCE TO NATIONAL HEADQUARTERS NO LATER THAN 5 February 1976. ROAL'S REGISTRATION FEE IS THE SAME. It will include a ROAL Luncheon ticket rather than a Service Section Luncheon ticket. An officer paying in advance for himself and his wife, for example, should forward a check for \$91.00. If paid after 5 February, the cost will be \$47.50 per person, or \$95.00 per couple.

For those few attending specific events the costs will be:  
Before 5 February: Registration (badge & meetings) \$6.00; Luncheon \$12.50; Reception (2 drinks), Banquet and Ball, \$30.00. After 5 February: Registration (badge & meetings) \$7.00; Luncheon, \$15.00; Reception (2 drinks) Banquet and Ball, \$35.00.

**NOTE:** In sending in your registration fees BE SURE TO LIST NAMES CLEARLY, INDICATING GRADE AND SERVICE.

**E. IMPORTANCE OF ADVANCE REGISTRATIONS:** All responsible department officers and individuals are urged to aid in the administration of the Conference by filing their registration fees with National Headquarters prior to the 5 February deadline for the bargain rate. Everyone will be aware, of course, that it is mandatory for ROA to make arrangements for all events far in advance of the Conference and that ROA's financial commitments are valid long before the actual Conference takes place. This also has made necessary the strict practices regarding cancellations and refunds. Those planning to attend the Conference should feel free to pay their fees in advance with the knowledge that if unforeseen circumstances require them to cancel, and they do so in advance of the Conference, their request for refund will be honored. Please remember that cancellations must be made in advance, that is BEFORE 19 FEBRUARY. Only if cancellations are made before this date can refund requests be honored.

(over)

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However, the National Staff is aware of the problems involving acceptance of banquet invitations by members of Congress and their wives, and requests for cancellations and adjustments of banquet table requirements which are filed not later than 11:00 a.m. Thursday will be considered.

**F. GENERAL CONFERENCE AGENDA:** It is anticipated that most ROA and ROAL members attending the Conference will arrive on Wednesday, 18 February. A general outline agenda is as follows:

WEDNESDAY, 18 February

REGISTRATION OPENS	2:00 p.m.
ROAL Board Meeting	2:00 p.m.
Army Senior Reserve Commanders Meeting	2:00 p.m.
Annual D. C. Coast Guard Chapter Reception (Place to be announced) (By separate reservation to D.C. Coast Guard Chapter)	

THURSDAY, 19 February

Service Section Meetings	8:30 a.m.
Service Section Receptions/Luncheons (ROAL Luncheon, Ft. McNair Officers Club)	11:30 a.m.
Service Sections reconvene (Subcommittees as announced)	2:00 p.m.

FRIDAY, 20 February

NATIONAL COUNCIL MEETING	9:00 a.m.
ROAL Meeting	9:00 a.m.
Service Section Meetings	2:00 p.m.
ROA's NATIONAL BICENTENNIAL RECEPTION AND BANQUET	(Reception) 6:45 p.m. (Banquet) 7:30 p.m.
ROA BALL	10:30 p.m.

(NOTE: ROTC Agenda on Page 6)

**G. BANQUET SEATING ARRANGEMENTS:** Seating of delegations at the banquet will be handled in accordance with a posted priority list of departments which will be a ranking of membership activity by percentage of gain. OFFICERS AND LADIES ATTENDING FROM YOUR DEPARTMENT MUST LET THE DEPARTMENT INDIVIDUAL ASSIGNED TO THIS RESPONSIBILITY KNOW IN ADVANCE OF THEIR DESIRE TO BE INCLUDED IN YOUR DEPARTMENT'S ALLOCATION OF BANQUET SEATS.

Table allocations will be made on Thursday, 19 February, at 11:00 a.m., in the Cabinet Room of the Hotel. Be precisely advised of the correct number of seats that will be required by your department.



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